

# USOE/USOR Emergency Procedures

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### [Emergency Alert System](#)

Tune to the local radio station for information regarding a potential or impending emergency. All Utah radio stations participate in the Emergency Alert System (EAS). KSL-AM 1160 and KALL-700 respectively serve as primary and secondary EAS stations in Utah.

### Warning and Notification

Notify Davis Security at 538-7694 or 583-4100 (after hours). Call 911 if necessary. Assess life and safety issues first!

Notify Larry Newton, the Emergency Coordinator, at 538-7668.

Larry Newton, the Emergency Coordinator, notifies key USOE/USOR personnel.

Warn employees and visitors.

Use clear and plain language within the warning to avoid any confusion.

If immediate action is not required, Larry Newton, the Emergency Coordinator, notifies key USOE/USOR personnel at a meeting before or after operating hours.

### Response to Any Emergency

Notify Davis Security officer at 538-7694 or 583-4100 (after hours). Call 911, if necessary. Notify Larry Newton, the Emergency Coordinator, at 538-7668.

Notify and assemble CERT/First Aid/CPR-trained staff in the building for emergencies as appropriate.

Deny entry to high-risk area(s).

Take charge of the area(s) until the incident is contained, or relieved by your supervisor or Larry Newton, the Emergency Coordinator.

Keep detailed notes of the incident.  
Preserve evidence if a crime may have been committed.  
Refer media representatives to the designated Public Information Officer.

### **Biological/Chemical/Radiological Threats/Incidents**

Keep people out of the contaminated area and secure the area.  
Assess the situation.  
Notify Larry Newton, the Emergency Coordinator, at 538-7668.  
Be aware of possible secondary devices.  
Evacuate persons from the potential at-risk areas to minimize potential exposure.  
Keep people out of the contaminated area and secure the area.

### **Hazardous Materials/Chemical Spill**

Notify Davis Security officer at 538-7694 or 583-4100 (after hours).  
Notify Larry Newton, the Emergency Coordinator, at 538-7668.  
Coordinator notifies key USOE/USOR personnel.  
Deny entry to area of leak/spill.  
Take charge of area until Davis Security, fire, or HAZMAT personnel arrive.  
Contain the incident.  
The officer in charge will recommend sheltering or evacuation actions.  
Follow plans and procedures for sheltering in place or evacuation.  
Consult with Davis Security, fire, or HAZMAT personnel before resuming services.

### **Bomb Threat (Telephone)**

Ask where bomb is located, when bomb will go off, what materials are in the bomb, who is calling, and why the caller is doing this.  
Listen closely to caller's voice and speech patterns, and for background noises.  
After hanging up, immediately dial \*57 to trace the call.  
Notify Davis Security at 538-7694 or 583-4100 (after hours) and call 911.  
Larry Newton, the Emergency Coordinator, may order the evacuation of all persons inside the building or as directed by authorities. (Evacuation may not be an appropriate response.)  
If evacuation is determined to be necessary by authorities, Larry Newton, the Emergency Coordinator, alerts employees and visitors.  
Use standard fire drill procedures to evacuate the Office of Education building.  
Direct employees and visitors to take their belongings.  
Employees and visitors must be evacuated to a safe distance away from the building, to the NW corner of the block containing the City and County Building (400 South and State Street).  
After consulting with the emergency workers, Larry Newton, the Emergency Coordinator, may move employees to a primary emergency shelter, if there is inclement weather or the facility is damaged.

### **Weapons**

#### **An employee or visitor who is aware of an unlawful weapon brought to agency facility must:**

Immediately notify the Davis Security officer at 538-7694 or 583-4100 (after hours) and Larry Newton, the Emergency Coordinator, at 538-7668.

Identify the individual suspected of bringing an unlawful weapon, where the weapon is located, whether the suspect has threatened anyone, and any other details that may prevent the suspect from hurting him or herself or others.

### **Emergency Coordinator:**

Call 911 immediately if an unlawful weapon is reasonably suspected to be in the possession of an employee of or a visitor to the agency.  
The security guard should maintain surveillance of the suspect until police arrive.  
When police arrive, provide a private area for questioning the suspect.  
Conduct facility search with police, as required.  
Keep detailed notes of all events and why the search was conducted.  
Record the results of the search, and subsequent management actions.  
If the suspect threatens you with a weapon, do not attempt to disarm him or her. Back away with your arms up. Try to remain calm.

### **Intruder/Hostage**

#### **Intruder – an unauthorized person who enters the USOE/USOR facility**

Notify the security officer at 538-7694 or 583-4100 (after hours).  
Ask another staff member to accompany you before approaching intruder.  
Politely greet intruder and identify yourself.  
Ask intruder the purpose of his/her visit.  
Inform intruder that all visitors must register at the security guard's desk.  
If his/her purpose is not legitimate, ask the intruder to leave.  
Accompany the intruder to the exit.

### **Assault/Fight**

Ensure the safety of employees and visitors and evacuate, if necessary.  
Notify Capitol Security at 538-7694 or 583-4100 (after hours) and call 911 if necessary.  
Notify CERT/first-aid/CPR-trained staff in the building of a medical emergency. Notify Larry Newton, the Emergency Coordinator, at 538-7668.  
Deny entry to area where assault took place.  
De-escalate and defuse situation, if possible.  
The security guard will notify police if a weapon was used in the assault; if the victim has a physical injury causing substantial pain or impairment of physical condition; or if the assault involved sexual contact.  
The security guard notifies the Emergency Coordinator, and the Emergency Coordinator notifies the Director if employees are involved in the assault.  
The security guard will document all actions. Ask victim(s) and witness(s) to make a written account of the incident.  
The Director will assess counseling needs of victim(s) and/or witness(s) and implement post-crisis procedures.  
Refer media to the designated Public Information Officer.

### **Civil Disturbance**

Notify Davis Security at 538-7694 or 583-4100 (after hours).  
Ensure the safety of employees and visitors.  
Contain area of unrest if possible; deny entry as appropriate.  
Move employees and visitors involved in disturbance to an isolated area. Notify

Emergency Coordinator. Larry Newton, the Emergency Coordinator, will notify key USOE/USOR personnel.  
Advise employees and visitors of situation and lockdown if appropriate (see Lockdown Procedures).  
Terminate normal operations.  
Take detailed notes.

#### **All Management Personnel:**

Keep employees and visitors calm.  
Request Janet Medrano at 538-7514 lock room outside doors.  
Do not allow employees or visitors outside of office until you receive an "all clear" signal from Larry Newton, the Emergency Coordinator.  
Print list of those signed out in the Sign Out program.  
Document all incidents.

### **Serious Injury/Death**

#### **If the incident occurs at the agency facilities:**

Notify Davis Security at 538-7694 or 583-4100 (after hours) and call 911 if necessary.  
Notify the Emergency Coordinator. Notify first aid/CPR-certified persons in the agency facility of medical emergencies.  
Designate staff member to accompany ill/injured person(s) to the hospital.  
Emergency Coordinator notifies emergency contact(s) of affected employees.  
Identify witness(es) and refer them to Larry Newton, the Emergency Coordinator. Refer for counseling as necessary.  
Determine a method to notify USOE/USOR employees and visitors.  
Refer media representatives to the Public Information Officer.

#### **If the incident occurs outside of the agency:**

Notify Larry Newton, the Emergency Coordinator, at 538-7669. Employees may be notified before normal operating hours.  
Use calling trees to notify employee emergency contacts. Announce the availability of counseling services for those who need assistance.  
Refer media representatives to the Public Information Officer.

#### **Post-Crisis Intervention:**

Meet with counseling staff and other mental health officials to determine the level of intervention needed for employees.  
Designate rooms as private counseling areas.  
Escort affected employees, close friends, and other highly stressed individuals to counselors.  
Assess the stress level of the staff; recommend counseling to those overly stressed.  
Follow up with employees receiving counseling.  
Designate USOE/USOR personnel to attend funeral(s), if any.  
Allow for changes in normal routines or work schedules.

### **Fire**

#### **General Information:**

In the event that a fire, smoke from a fire, or a gas odor has been detected:  
Pull the fire alarm located by the closest exit door to the outside of the building.

Notify Davis Security at 538-7694 or 583-4100 (after hours) and call 911.

Evacuate employees and visitors as per the attached USOE/USOR Fire Evacuation Plan.

Larry Newton, the Emergency Coordinator, should ensure the USOE/USOR offices are evacuated.

Fire extinguishers are located in the main building hallways.

The security officer should take a personnel roster, the Visitor Sign-In sheet and the Sign-Out list so the Emergency Coordinator can account for all employees and visitors. Roll must be taken after evacuation.

If the building is damaged or inclement weather conditions exist, then the Emergency Coordinator may move employees and visitors to another facility as indicated in the Service Continuity plan.

No one should re-enter the building(s) until declared safe, or until termination of the emergency and resumption of normal operations by fire service personnel, Davis Security, or DFCM.

### **USOE/USOR Fire Emergency Building Evacuation Procedures:**

The building's emergency alarms will sound and the emergency light beacons will illuminate.

Everyone who is able to exit the building must leave the building through the closest exit. DO NOT USE ELEVATORS. Elevators in use when the alarm sounds will automatically move to the first floor, stop, and open their doors.

Everyone should assemble in his/her designated area in the parking lot and on the 500 South northwest and northeast corners, leaving ample room for emergency vehicles to arrive. ***(See attached fire evacuation plan.)***

Supervisors are responsible for assisting persons with a permanent or temporary disability by arranging to have an able-bodied partner(s) to help them evacuate the building and move to the safe assembly area. Stair-tracker chairs are located at the second level of the north stairwell and in the basement dock to aid evacuating persons with disabilities down stairs. Wheelchairs are also located on the first floor in the north stairwell and at the dock to move people with disabilities out of the building to safe locations.

Supervisors also have the responsibility of arranging for two partners (one to act as a messenger and one to stay with the disabled person) for persons with a temporary or permanent disability who are not able to exit the building. Those staying in the building must move to the north stairwell fire tower and wait for emergency workers to evacuate them.

Accountability is the responsibility of supervisors at all times. It becomes even more important during an emergency. Supervisors have the responsibility of accounting for their personnel to their own supervisor as quickly as possible after an emergency occurs.

### **Severe Storm**

Severe wind, snow, rain, hail, thunderstorms and flash floods are common in Utah. Tornadoes, while not common, do occur as well. Procedures for dealing with these threats are similar.

Be alert for weather warnings. Monitor Emergency Alert Stations (See EAS section) or NOAA Weather Stations (National Weather Service, Weather Channel) during times of inclement weather.

Move to safe areas away from windows. Review "duck and cover" procedures if tornadoes threaten.

Close blinds on windows and stay away from outside walls.

The security officer should take a personnel roster, the Visitor Sign-In sheet and the Sign-Out list so Larry Newton, the Emergency Coordinator, can account for all employees and visitors.

Remain in safe areas until warning(s) expire or emergency personnel have issued "all clear" advisories.

## **Earthquake**

### **During the earthquake:**

Stay calm.

Stay put. If you are indoors, stay there. If outdoors, stay there.

Take cover. If indoors, take cover under a desk, table, bench, or supported archway, or along an inside wall or corner. Avoid open doorways, windows, and bookcases, hanging fixtures and outside walls until the shaking stops.

If no protection is available, drop to the floor and cover the back of your head with your hands. Employees and visitors should move to "duck and cover" positions.

The electricity may be interrupted, fire alarms may sound and sprinklers go on.

### **After the earthquake:**

Evaluate the situation.

Use caution if evacuation of employees and visitors is warranted.

Check staff and visitors for injuries. The security guard should take a personnel roster, the Visitor Sign-In sheet and the Sign-Out list so Larry Newton, the Emergency Coordinator, can account for all employees and visitors. Roll must be taken after evacuation. Administer first aid if necessary.

Don't move the seriously injured unless the area or building must be evacuated.

Be careful in areas near fallen obstacles and broken glass.

Notify DFCM of damage to natural gas, water, and electrical lines.

Do not use the telephone, light switches, matches, candles, or other open flame unless you are certain there is no natural gas leaking.

Do not touch damaged or broken electrical equipment.

Be prepared for aftershocks.

## **Lockdown Procedures**

Lockdown procedures may be implemented in situations involving dangerous intruders or other incidents that may result in harm to personnel inside the USOE/USOR offices.

The Emergency Coordinator will issue lockdown notification/procedures by announcing a warning by sending High Priority e-mail to USOE/USOR employees, and sending a message to each area of the office by telephone or radio communication.

Call Janet Medrano at 538-7514 and ask that USOE/USOR doors be locked. This will require a programming change on the computer and is dependant on personnel being available to make the change. Close blinds of windows or offices.

Move all persons away from windows or doors.

Ask personnel to not leave the office until the "all clear" signal is given by the Emergency Coordinator.

## **Sheltering Procedures**

Sheltering provides refuge for employees and visitors within the USOE/USOR office building during an emergency. Shelters should be located in areas that maximize the safety of personnel. Safe areas may change depending on the type of emergency.

Identify safe area(s) in the USOE/USOR office building.

Larry Newton, the Emergency Coordinator, warns employees and visitors to assemble in safe areas.

Larry Newton, the Emergency Coordinator, takes personnel roster. The security guard should take a personnel roster, the Visitor Sign-In sheet, and the Sign-Out list so Larry Newton, the Emergency Coordinator, can account for all employees and visitors. All employees and visitors should be accounted for after arriving in a safe area.

Close all exterior doors.

DFCM should turn off all HVAC systems. Call 530-6599 to do this.

If advised, cover mouth and nose with handkerchief, cloth, paper towels, or tissues.

All persons must remain in safe areas until notified by the Emergency Coordinator or emergency responders.

## **Evacuation/Emergency Shelter**

### **General Evacuation:**

Notify Davis Security at 538-7694 or 583-4100 (after hours) and call 911 if necessary.

Larry Newton, the Emergency Coordinator, initiates evacuation procedures.

Larry Newton, the Emergency Coordinator, determines whether employees and visitors should be evacuated outside of the USOE/USOR office building, or to emergency shelters.

Direct employees and visitors to follow fire drill procedures.

The security guard should take a personnel roster, the Visitor Sign-In sheet, and the Sign-Out list so Larry Newton, the Emergency Coordinator can account for all employees and visitors. Roll must be taken after evacuation.

Turn off lights and electrical equipment.

Place an evacuation sign in the window (e.g., 8½" x 11" paper with the words **"USOE/USOR Evacuated"** in large, legible letters).

### **During an emergency, adhere to the following procedures:**

Establish a media information center away from the agency.

Regularly provide updates to media. Only provide known facts.

Do not guess, exaggerate, offer personal opinions, or promote rumors or sensationalism.

Never say, **"No comment."** Do not argue with the media. Maintain a log of all telephone inquiries and conversations. Where possible, use a scripted response to inquiries (e.g., a press release).

### **Public Information:**

The PIO has developed a variety of pre-scripted media releases before an incident occurs. Adapt statements during a crisis to meet existing needs. Emphasize the safety of the public, employees and visitors.

Briefly describe USOE's/USOR's plan for responding to emergencies.

Make certain all information released is factual.

Respect the privacy of affected persons and their families.

Do not release names to the media.

### **USOE/USOR Other Emergency Building Evacuation**

The building emergency alarms will sound and the emergency light beacons will illuminate. In addition, someone will be located outside of the building at the north main exit on 500 South and outside at the south side of the building at the south main exit with a portable loudspeaker indicating that the evacuation is for something other than a fire,



and that all personnel are to proceed to the northwest corner of the City and County Building at the corner of 400 South and State Street.  
Everyone who is able to exit the building must leave the building through the closest exit. **DO NOT USE ELEVATORS.** Elevators in use when the alarm sounds will automatically move to the first floor, stop, and open their doors.  
Everyone should assemble at the northwest corner of the City and County Building, at the corner of 400 South and State Street.  
Supervisors are responsible for assisting persons with a permanent or temporary disability by arranging to have one or more able-bodied partner(s) to help them evacuate the building and move to the corner of 500 South and the Second East.  
Emergency personnel will then transport persons with disabilities to the safe assembly area at 400 South and State Street. No one is allowed to stay in the building during general building evacuations.  
Stair-tracker chairs are located at the second level of the north stairwell and the basement dock to aid evacuating persons with disabilities down stairs. Wheelchairs are also located on the first floor in the north stairwell and at the dock to move people with disabilities out of the building to safe locations.  
Accountability is the responsibility of supervisors at all times. It becomes even more important during an emergency. Supervisors have the responsibility of accounting for their personnel to their own supervisor as quickly as possible after an emergency occurs.

### **Emergency Phone Contacts**

**In case of an emergency, the following phone contact(s) should be made:**

#### **Inside the building:**

1. Administration of the Agency: **Patti Harrington, 538-7512**  
or **Patrick Ogden, 538-7514**
2. Human Resources: **Marlo Wilcox, 538-7650**
3. Davis Security: **538-7694 or 583-4100 (after hours)**
4. Emergency Coordinator: **Larry Newton, 538-7668**
5. Director: (***See Emergency Call Down Trees.***)
6. Immediate Supervisor: \_\_\_\_\_
7. Section/Department Colleague: \_\_\_\_\_

**Outside the building: Call 911.**